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...designed to provide you the latest HR information at your desk & when you need it.

TLC Times



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Persistence & Effort Pay Big Dividends at USACE JAX

Earlier this year, the USACE Jacksonville District's LEAD Program was like many others in today's times—facilitators overwhelmed with work, burned out or no longer there, having transferred or retired. Then, Ms. Roberta Cotton, CPAC Workforce Development Specialist, with the support of COL Robert M. Carpenter, Commander, and his staff, began rebuilding the program.

First, Roberta met with the three remaining facilitators for their commitment to helping market the program to potential facilitators. Second, she organized a meeting of those



Recent LEAD graduates at USACE Jacksonville

interested in becoming facilitators. After hearing about the experience, fun, and self-satisfaction LEAD gives its facilitators, seven signed up for train-the-

trainer classes! Jacksonville's LEAD Program is back on track, thanks to the persistence and efforts of a dedicated lady and those supporting her.

A Partner for Human Resources Information

A great source of Human Resources information is the Civilian Human Resources Agency (CHRA) Training Management Division & its Distance Learning website. By accessing the website, supervisors, team leaders, administrative assistants, HR Generalists, and others will find a myriad of information right at their finger tips.

There are short, computer-based course modules, such as, *Delegated Training Authority* or *Introduction to Organizational Design*; handbooks;

and links to the mandatory course, *Supervisor Development*, SmartForce, and the Army Correspondence Course Program (ACCP). *How-To Movies* provides access to Lotus ScreenCam movies to assist users with modern DCPDS, Army Regional Tools (ART), and other automation tools. All designed to provide you the latest Human Resources information at your desk and when you need it.

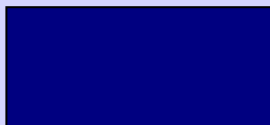
Also, while visiting the website, note the schedule of video tele-training courses (VTT) scheduled

for FY 05. Short, 2-4 hour courses are presented on subjects, such as:

- Training as Hours of Work*
- Travel as Hours of Work*
- Delegation of Training Approval Authority*
- Introduction to Discipline*
- and many more

If you would like to attend a VTT presentation, contact your CPAC representative.

In the meantime, for quick answers to your HR questions, add the CHRA TMD website to your favorites: chra.army.mil/TMD.htm



*Time Mastery Workshop
November 9, 2004
No Tuition Cost
Redstone Arsenal, AL*

*Intro to Discipline
November 18, 2004
No Tuition Cost
VTT from CHRA, APG,
MD*

*Time Mastery Workshop
November 23, 2004
No Tuition Cost
Redstone Arsenal, AL*

*Intro to Fed Budgeting
December 6-7, 2004
\$300
Redstone Arsenal, AL*

*Budget Formulation
December 8-10, 2004
\$300
Redstone Arsenal, AL*

*Pre-Retirement (CSRS)
December 8, 2004
\$55
Redstone Arsenal, AL*

*Pre-Retirement (FERS)
December 9, 2004
\$55
Redstone Arsenal, AL*

*Pre-Retirement (CSRS)
January 11-12, 2005
\$TBD
USASOC, Ft. Bragg, NC*

*Pre-Retirement (FERS)
January 12-13, 2005
\$TBD
USASOC, Ft. Bragg, NC*

Appropriated Funds for Training Class Refreshments?

One of the most frequently asked questions pertaining to classroom management is whether or not it is permissible to use appropriated funds for snacks & refreshments during training classes. In answer, the following is taken from OPM's website:

...Food may be provided at Government expense for employees attending authorized training as a necessary expense under

5 U.S.C. 4109 (1997) when provision of that food is necessary to achieve the training program's objectives. However, an agency must determine that the provision of food is necessary for employees to obtain the full benefit of the training. Three conditions apply:

1. The meal or refreshments must be incidental to the training program;
2. attendance at the meal or refreshment break must be

necessary for full participation in the program; and

3. the employee cannot be free to take the meal or refreshment break elsewhere.

If you would like to read the legal opinions dealing with this question, go to the OPM website and review "Expenses Related to Training Other Than Employee Pay" -- www.opm.gov/hrd/lead/pubs/handbook/lrbsa8.asp



DoD Government Purchase Card Refresher Training

DoD Government Purchase Card Refresher Training is now available online.

The training is recommended for anyone who completed the basic DoD Purchase Card Tutorial module more than 2 years ago. It will take you about 2 hours to complete the self-paced module. Based on key points in the basic DoD Government Purchase Card Tutorial as well as important new ar-

eas of emphasis, it was developed to provide refresher training for both cardholders and approving officials.

The refresher training is expected to become a mandatory requirement in the near future. Anyone completing the training now will receive credit toward the prospective refresher requirement.

To access the module, login to the DAU Continu-

ous Learning Center at <http://clc.dau.mil/>, select the "Learning Center" and then select the "Course Information & Enrollment" link. To launch the module, select the name "DoD Government Purchase Card Refresher Training" from the list.

Be sure you know the requirements & other guidelines to consider & apply when utilizing the Government Purchase Card.



On-the-Job Training – Make it the Best!

Supervisors and managers have the responsibility to use available resources to train, qualify, and develop their employees.

On-the-job (OJT) training can be one of the best training methods because it is planned, organized, and conducted at the employee's worksite. OJT is generally the most com-

mon method used to broaden employee skills and increase productivity. It is particularly appropriate for developing proficiency skills unique to an employee's job -- especially jobs that are relatively easy to learn and require locally-owned equipment and facilities.

Analysis of the major per-

formance requirements (position description and tied to performance objectives), and related knowledge, skills, and abilities form the basis for effective OJT plans. Supervisors should assign a subject matter expert as mentor to plan the OJT training carefully and conduct it effectively, then monitor the individual's progress.

